

Implementation Readiness Assessment Report

Date: 2026-01-14 **Project:** collabolatte

Step 1 — Document Discovery Inventory

PRD Files Found

Whole Documents:

- [prd.md](#) (50,730 bytes, modified 2026-01-14 22:15 UTC)

Sharded Documents:

- None found

Architecture Files Found

Whole Documents:

- [architecture.md](#) (38,937 bytes, modified 2026-01-14 21:10 UTC)

Sharded Documents:

- None found

Epics & Stories Files Found

Whole Documents:

- [epics.md](#) (35,950 bytes, modified 2026-01-14 22:16 UTC)

Sharded Documents:

- None found

UX Design Files Found

Whole Documents:

- [ux-design-specification.md](#) (25,925 bytes, modified 2026-01-14 21:10 UTC)

Additional UX artefacts (non-Markdown):

- [ux-design-directions.html](#) (8,033 bytes, modified 2026-01-14 06:32 UTC)
- [ux-visual-themes.html](#) (6,951 bytes, modified 2026-01-14 22:54 UTC)

Sharded Documents:

- None found

Issues Found

- No duplicates detected (no whole+sharded conflicts).
- No missing required documents detected (PRD, Architecture, Epics, UX all present).

PRD Analysis

Functional Requirements

FR1 (MVP, Must, Journey: All): Users authenticate via Azure Entra ID (EasyAuth); no custom credential storage

FR2 (MVP, Must, Journey: Tomás): System captures user email and display name from Entra ID claims on first login

FR3 (MVP, Should, Journey: Tomás): Users can optionally provide department and location if not available from directory

FR4 (MVP, Should, Journey: Tomás, Priya): Users can view their own participation history (programmes joined, past matches)

FR5 (MVP, Must, Journey: Tomás): Users can view programmes they are eligible to join

FR6 (MVP, Must, Journey: Tomás): Users can join a programme with a single action

FR7 (MVP, Must, Journey: Tomás): Users can leave a programme at any time; if mid-cycle, pending match is cancelled and match partner is notified

FR8 (MVP, Must, Journey: Tomás): Users can view programmes they are currently enrolled in

FR9 (MVP, Should, Journey: Tomás): Users can pause participation in a programme (skip next cycle)

FR10 (MVP, Should, Journey: Tomás): Users receive confirmation of programme join/leave actions

FR11 (MVP, Must, Journey: Marcus): System executes matching algorithm on programme-defined schedule (weekly/fortnightly)

FR12 (MVP, Must, Journey: Marcus): All programme participants are eligible for matching; organisational boundary filtering is a Growth-phase capability

FR13 (MVP, Must, Journey: Marcus): Random matching with architecture supporting future algorithm configurability

FR14 (MVP, Must, Journey: Marcus): Matching algorithm avoids repeat pairings within configurable window (default: 3 cycles); historical matches stored per programme

FR15 (MVP, Should, Journey: Marcus): If participant count is odd, one participant is gracefully excluded with explanation

FR16 (MVP, Must, Journey: Marcus): Match notification email contains: matched participant name, Teams deep link, and a simple first-move prompt with suggested intro copy (copy-paste friendly)

FR17 (MVP, Must, Journey: Marcus): Email is sent via Azure Communication Services to user's Entra ID email

FR18 (MVP, Must, Journey: Marcus): Teams deep link opens 1:1 chat with matched participant

FR19 (Deferred / Post-MVP): Conversation starter selection (post-MVP conversation support)

FR20 (Deferred / Post-MVP): Reminder per match cycle (not in MVP; risks obligation)

FR21 (Growth, Must, Journey: Priya): Programme Owner can create a new programme with name, description, and cadence

FR22 (Growth, Should, Journey: Priya): Programme Owner can invite participants by email address or CSV upload

FR23 (Growth, Should, Journey: Priya): Programme Owner can view aggregate participation metrics (joined, active, paused)

FR24 (MVP, Must, Journey: Priya): Programme Owner can configure matching cadence (MVP: monthly only; weekly/fortnightly are Growth)

FR25 (MVP, Should, Journey: Priya): Programme Owner can edit programme name, description, and cadence

FR26 (MVP, Must, Journey: Helena): Admin can view all programmes in the system

FR27 (MVP, Must, Journey: Helena): Admin can deactivate a programme

FR28 (MVP, Must, Journey: Helena): Admin can assign Programme Owner role to users

FR29 (MVP, Must, Journey: Helena): Admin cannot view individual participation or match data

FR29a (MVP, Should, Journey: Helena): Admin can view ops-only programme health (cycle status, notification delivery health, trust guardrails status, operational errors with correlation IDs) gated behind minimum-N ≥ 5

FR30 (MVP, Must, Journey: All): No individual-level API endpoints exist for admin/owner queries about specific participants; individual participants can access their own data via authenticated endpoints

FR31 (MVP, Must, Journey: Aisha): No tracking of whether matched participants actually met

FR32 (MVP, Must, Journey: All): All personal data deletable upon user request (GDPR Article 17)

FR33 (MVP, Must, Journey: Aisha): No analytics on message content or conversation outcomes

FR34 (MVP, Must, Journey: All): System logs events, not behaviours (see Event Logging)

FR35 (MVP, Must, Journey: Priya, Helena): System logs programme lifecycle events (created, paused, deactivated)

FR36 (MVP, Must, Journey: Marcus): System logs matching execution events (run started, completed, participants matched)

FR37 (MVP, Must, Journey: Helena): Privacy-preserving aggregate queries only; minimum 5 participants required for any aggregate query

FR38 (MVP, Must, Journey: Helena): Event log entries are immutable and timestamped

FR39 (MVP, Must, Journey: Aisha): No individual-level event queries exposed to admin/owner roles

FR41 (MVP, Should, Journey: All): Users can view a "What we collect" transparency page explaining data handling

FR42 (MVP, Should, Journey: Priya): Programme Owner receives notification when matching cycle completes, including status and any system errors (no participation counts)

Total FRs: 42

Non-Functional Requirements

NFR1 (Measure: 95th percentile < 3s): Page loads complete within 3 seconds on standard corporate network

NFR2 (Measure: N/A): No hard real-time requirements

NFR3 (Measure: Core flows complete even if slow): System remains usable under degraded conditions

NFR4 (Measure: Certificate validation on all endpoints): All data encrypted in transit (TLS 1.2+)

NFR5 (Measure: Azure Storage Service Encryption enabled): All data encrypted at rest

NFR6 (Measure: Zero stored passwords): Authentication via Azure Entra ID only; no custom credential storage

NFR7 (Measure: Role-based access enforced at API layer): Least-privilege access: users see only their own data; owners see only aggregate

NFR8 (Measure: GDPR Article 17 compliance): Clear data retention policy: personal data deleted within 30 days of account deletion request

NFR9 (Measure: Code review confirms no hidden analytics): No dark telemetry or behavioural tracking

NFR10 (Measure: Logical isolation by design): Tenant isolation: single-tenant MVP with architecture supporting future multi-tenant separation

NFR11 (Measure: Target 99% monthly uptime (informational)): Best-effort availability; no formal SLA for MVP

NFR12 (Measure: No pager duty for MVP): One hour of downtime during business hours is acceptable

NFR13 (Measure: All failures logged and surfaced): Clear failure behaviour: no silent errors, no partial matches

NFR14 (Measure: No half-matched cohorts): Matching algorithm is atomic: runs completely or not at all

NFR15 (Measure: 95% delivered within 60 mins): Match notifications sent within 60 minutes of algorithm completion

NFR16 (Measure: 3 retries with exponential backoff): Email delivery includes retry logic for transient failures
NFR17 (Measure: Admin-visible delivery failures): Failed email delivery logged for operational review
NFR18 (Measure: Best-effort conformance): WCAG 2.1 AA as aspiration, not hard gate
NFR19 (Measure: Tab order works; no mouse-only interactions): Keyboard navigation for all core flows
NFR20 (Measure: Automated contrast checking in build): Readable contrast ratios (4.5:1 minimum for text)
NFR21 (Measure: Semantic HTML, ARIA labels on interactive elements): Screen-reader friendliness where straightforward
NFR22 (Measure: Partition key strategy accommodates org isolation): Architecture supports future multi-tenant expansion
NFR23 (Measure: Single-tenant pilot is sufficient): No requirement to prove scale in MVP
NFR24 (Measure: No fixed capacity provisioning): Consumption-based infrastructure (Azure Functions, Table Storage)
NFR25 (Measure: Structured logs for all API calls and background jobs): Sufficient logging to debug failures and explain what happened
NFR26 (Measure: No tracking of user actions beyond system events): No user-level behavioural analytics beyond operational necessity
NFR27 (Measure: Alerts on elevated error rates): Application Insights or equivalent for error monitoring

Total NFRs: 27

Additional Requirements

MVP Definition of Done (as stated in PRD):

- Users can authenticate via Entra ID
- Users can join the pilot programme
- Matching runs on schedule (weekly)
- Match emails are delivered with conversation starter and Teams link
- At least 20 participants are enrolled
- First match cycle completes successfully

Compliance & Regulatory (as stated in PRD):

- GDPR (EU): Lawful basis likely legitimate interests with transparency (consent problematic in employment)
- UK GDPR: ICO worker monitoring guidance applies (transparency + proportionality)
- CCPA (California): Employee data in scope as of January 2023 (notice and rights obligations)
- Cross-border transfers: EU SCCs or UK IDTA/Addendum for multinational deployments
- DPIA: Recommended (and likely required) given employee data and potential privacy impact
- Retention Policy: Match history retained for 12 months, then anonymised; users can request deletion at any time (GDPR Article 17)

Technical Constraints (Privacy-by-Design) (as stated in PRD):

- Data minimisation: Capture only what's needed for matching (name, function, location); no profile richness beyond that
- Purpose limitation: Participation data cannot be repurposed for performance evaluation or surveillance
- Retention limits: Match history retention should be time-bounded; define retention period
- No individual-level reporting: Aggregate metrics only; no manager access to participation data

- Audit trail: Log what the system does (match-sent, match-acknowledged), not what users do

Implicit Requirements (Surfaced by Elicitation) (as stated in PRD):

- Directory/SSO integration (MVP - hard dependency): Pre-fill signup, reduce friction
- One-click introduction action (MVP): Reduce first-move friction
- Conversation starter prompt (MVP): Tips awkwardness toward usefulness
- Cross-boundary matching constraint (MVP): Ensures thesis validation
- Delivery confirmation (silent) (MVP): Detect notification failures
- Event logging (match-sent, match-acknowledged) (MVP): Future-proof for re-engagement metrics
- Re-engagement tracking (silent) (MVP): Validates graceful dormancy works
- Optional story capture channel (Post-MVP or manual workaround): Surface anecdotes for Helena

Integration Requirements (as stated in PRD):

- SSO/Directory integration (MVP): Pre-fill signup, reduce friction, ensure identity
- Teams/Slack integration (MVP): Notification delivery and one-click introduction
- HRIS integration (Post-MVP): For cross-boundary constraint validation (function, region)

PRD Completeness Assessment

- Strength: Clear traceability structure (success criteria → journeys → FRs/NFRs), with explicit phase + priority per requirement.
- Strength: Strong privacy/trust guardrails are made explicit (e.g., no manager visibility, aggregate-only, minimum-N thresholds).
- Gap / Ambiguity to resolve before implementation: Cadence consistency across PRD (e.g., MVP DoD says weekly; FR11 says weekly/fortnightly; FR24 says MVP monthly only with weekly/fortnightly as Growth for owner-configured cadence).
- Gap: Several requirements are expressed as table statements but do not yet include explicit acceptance criteria or error/edge-case definitions suitable for engineering stories (e.g., what “eligible to join” means; what “gracefully excluded” looks like; how “deleted within 30 days” is verified/audited).

Epic Coverage Validation

Coverage Matrix

FR Number	PRD Requirement	Epic Coverage	Status
FR1	Users authenticate via Azure Entra ID (EasyAuth); no custom credential storage	Epic 1 - Join & Trust	✓ Covered
FR2	System captures user email and display name from Entra ID claims on first login	Epic 1 - Join & Trust	✓ Covered
FR3	Users can optionally provide department and location if not available from directory	Epic 1 - Join & Trust	✓ Covered
FR4	Users can view their own participation history (programmes joined, past matches)	Epic 4 - Stay Opted-In	✓ Covered

FR Number	PRD Requirement	Epic Coverage	Status
FR5	Users can view programmes they are eligible to join	Epic 1 - Join & Trust	✓ Covered
FR6	Users can join a programme with a single action	Epic 1 - Join & Trust	✓ Covered
FR7	Users can leave a programme at any time; if mid-cycle, pending match is cancelled and match partner is notified	Epic 4 - Stay Opted-In	✓ Covered
FR8	Users can view programmes they are currently enrolled in	Epic 4 - Stay Opted-In	✓ Covered
FR9	Users can pause participation in a programme (skip next cycle)	Epic 4 - Stay Opted-In	✓ Covered
FR10	Users receive confirmation of programme join/leave actions	Epic 4 - Stay Opted-In	✓ Covered
FR11	System executes matching algorithm on programme-defined schedule (weekly/fortnightly)	Epic 2 - Get Matched	✓ Covered
FR12	All programme participants are eligible for matching; organisational boundary filtering is a Growth-phase capability	Epic 2 - Get Matched	✓ Covered
FR13	Random matching with architecture supporting future algorithm configurability	Epic 2 - Get Matched	✓ Covered
FR14	Matching algorithm avoids repeat pairings within configurable window (default: 3 cycles); historical matches stored per programme	Epic 2 - Get Matched	✓ Covered
FR15	If participant count is odd, one participant is gracefully excluded with explanation	Epic 2 - Get Matched	✓ Covered
FR16	Match notification email contains: matched participant name, Teams deep link, and a simple first-move prompt with suggested intro copy (copy-paste friendly)	Epic 3 - Have the Conversation	✓ Covered
FR17	Email is sent via Azure Communication Services to user's Entra ID email	Epic 3 - Have the Conversation	✓ Covered
FR18	Teams deep link opens 1:1 chat with matched participant	Epic 3 - Have the Conversation	✓ Covered
FR19	Conversation starter selection (post-MVP conversation support)	NOT FOUND	✗ MISSING
FR20	Reminder per match cycle (not in MVP; risks obligation)	NOT FOUND	✗ MISSING

FR Number	PRD Requirement	Epic Coverage	Status
FR21	Programme Owner can create a new programme with name, description, and cadence	Epic 5 - Operate Safely	✓ Covered
FR22	Programme Owner can invite participants by email address or CSV upload	Epic 5 - Operate Safely	✓ Covered
FR23	Programme Owner can view aggregate participation metrics (joined, active, paused)	Epic 5 - Operate Safely	✓ Covered
FR24	Programme Owner can configure matching cadence (MVP: monthly only; weekly/fortnightly are Growth)	Epic 5 - Operate Safely	✓ Covered
FR25	Programme Owner can edit programme name, description, and cadence	Epic 5 - Operate Safely	✓ Covered
FR26	Admin can view all programmes in the system	Epic 5 - Operate Safely	✓ Covered
FR27	Admin can deactivate a programme	Epic 5 - Operate Safely	✓ Covered
FR28	Admin can assign Programme Owner role to users	Epic 5 - Operate Safely	✓ Covered
FR29	Admin cannot view individual participation or match data	Epic 5 - Operate Safely	✓ Covered
FR29a	Admin can view ops-only programme health (cycle status, notification delivery health, trust guardrails status, operational errors with correlation IDs) gated behind minimum-N ≥5	Epic 5 - Operate Safely (Growth)	✓ Covered
FR30	No individual-level API endpoints exist for admin/owner queries about specific participants; individual participants can access their own data via authenticated endpoints	Epic 5 - Operate Safely	✓ Covered
FR31	No tracking of whether matched participants actually met	Epic 5 - Operate Safely	✓ Covered

FR Number	PRD Requirement	Epic Coverage	Status
FR32	All personal data deletable upon user request (GDPR Article 17)	Epic 5 - Operate Safely	✓ Covered
FR33	No analytics on message content or conversation outcomes	Epic 5 - Operate Safely	✓ Covered
FR34	System logs events, not behaviours (see Event Logging)	Epic 5 - Operate Safely	✓ Covered
FR35	System logs programme lifecycle events (created, paused, deactivated)	Epic 5 - Operate Safely	✓ Covered
FR36	System logs matching execution events (run started, completed, participants matched)	Epic 5 - Operate Safely	✓ Covered
FR37	Privacy-preserving aggregate queries only; minimum 5 participants required for any aggregate query	Epic 5 - Operate Safely	✓ Covered
FR38	Event log entries are immutable and timestamped	Epic 5 - Operate Safely	✓ Covered
FR39	No individual-level event queries exposed to admin/owner roles	Epic 5 - Operate Safely	✓ Covered
FR41	Users can view a "What we collect" transparency page explaining data handling	Epic 1 - Join & Trust	✓ Covered
FR42	Programme Owner receives notification when matching cycle completes, including status and any system errors (no participation counts)	Epic 5 - Operate Safely	✓ Covered

Missing Requirements

Critical Missing FRs

FR19: Conversation starter selection (post-MVP conversation support)

- Impact: Post-MVP capability is not traceable to an epic/story location; risk of accidental omission when planning Growth work.
- Recommendation: Add an explicit "Post-MVP / Deferred" epic (or clearly labelled backlog section) and trace FR19 to it.

FR20: Reminder per match cycle (not in MVP; risks obligation)

- Impact: As above; additionally, reminder behaviour has trust/obligation implications and should be explicitly designed rather than “sneaking in”.
- Recommendation: Place under a “Post-MVP / Deferred” epic with explicit trust guardrails and opt-out language.

Coverage Statistics

- Total PRD FRs: 42
- FRs covered in epics: 40
- Coverage percentage: 95.24%

UX Alignment Assessment

UX Document Status

Found:

- [ux-design-specification.md](#)
- Additional UX artefacts (non-Markdown): [ux-design-directions.html](#), [ux-visual-themes.html](#)

Alignment Issues

- Cadence language inconsistency appears across PRD/epics/UX (“weekly/fortnightly/monthly” vs “monthly-only” vs “weekly”); UX surfaces “next match” prominently, so this must be made unambiguous before build.
- PRD defers FR19 (conversation starter selection), but UX describes “conversation starter prompt” as core; confirm MVP behaviour is a single fixed prompt (FR16) vs selectable prompts (FR19 post-MVP).
- Epics treat FR29a as Growth in the coverage map, while PRD frames it as MVP (ops-only) in Administration; UX has no direct conflict, but this impacts which UI states need design coverage for MVP.

Warnings

- None: UX is present and broadly consistent with the trust-first, minimal-surface philosophy stated in PRD and Architecture; remaining issues are primarily scope/cadence clarification rather than missing UX work.

Epic Quality Review (create-epics-and-stories standards)

● Critical Violations

- None detected (no “technical milestone” epics; all epics are framed around user value outcomes).

● Major Issues

- **Cadence ambiguity leaks into stories:** multiple stories use examples that imply different MVP cadence configurations (e.g., participant-facing cadence examples vs PRD’s mixed “weekly/monthly-only”)

constraints). This is likely to create forward-dependency churn during implementation (UI + scheduler + config).

- Recommendation: pick one MVP cadence rule and reflect it consistently across PRD (DoD + FR11/FR24), epics/stories, UX copy, and architecture scheduler configuration.
- **Testability gaps in trust/copy-focused acceptance criteria:** several ACs rely on subjective wording ("plain English", "calm", "avoids obligation") without concrete, verifiable checks.
 - Recommendation: add explicit copy snippets or a checklist of prohibited phrases/claims (e.g., "required", "must", "tracked", "performance") and define a lightweight UX QA rubric for these surfaces.
- **Error and failure-path coverage is uneven:** NFR13 requires "no silent errors", but many participant-flow stories lack explicit failure behaviour (what user sees vs what is logged vs what admins see), beyond matching failure handling.
 - Recommendation: for each trust-critical flow (join, pause, leave, match view, notification send), add at least one AC covering failure behaviour (Problem Details surfaced calmly to user where appropriate; correlation IDs logged; ops-only surfaces show health).

Minor Concerns

- **Story numbering irregularity:** **Story 1.0a** is atypical and may not import cleanly into tooling or maintain consistent sequencing expectations.
 - Recommendation: renumber to a standard sequence (e.g., make it **Story 1.0** and shift others, or fold it into **Story 1.0** as a subtask).
- **Some "delivery team" stories are non-user-facing:** **Story 1.0a** and **Story 1.0** are necessary for greenfield, but they do not deliver participant value directly.
 - Recommendation: keep them, but label clearly as "Delivery Enablement" and ensure they remain minimal and do not expand into broad "set up everything" milestones.

Best Practices Compliance Checklist (summary)

- ☒ Epics deliver user value (not technical milestones)
- ☒ Epic independence (no Epic N requires Epic N+1)
- [~] Stories appropriately sized (generally yes; enablement stories should stay tight)
- ☒ No forward dependencies detected
- [~] Database/entities created when needed (not explicitly stated per story; verify during implementation)
- [~] Clear acceptance criteria (format is good; some criteria are subjective)
- ☒ Traceability to FRs maintained (coverage map present; 2 deferred FRs not mapped)

Summary and Recommendations

Overall Readiness Status

NEEDS WORK

Critical Issues Requiring Immediate Action

- **Cadence decision is inconsistent across artefacts (PRD/epics/UX):** PRD mixes weekly (MVP DoD), weekly/fortnightly (FR11), and monthly-only (FR24); epics and UX copy also reference cadence and

“next match” prominently. This will directly affect scheduler configuration, UI copy, and expectations.

Recommended Next Steps

1. **Resolve and lock MVP cadence rules** (what is fixed vs configurable; weekly vs monthly; what participants see), then update PRD (DoD + FR11/FR24), epics/stories, UX copy, and architecture scheduler notes to match.
2. **Make deferrals explicit and traceable:** add a labelled “Deferred / Post-MVP” epic or backlog section and map FR19 + FR20 to it (so they are intentionally excluded from MVP without being “lost”).
3. **Tighten acceptance criteria for trust-critical copy and failures:** convert subjective ACs (“calm/plain English/no obligation”) into a verifiable checklist and add explicit failure behaviour ACs for join/pause/leave/match view/notification send (user message vs ops visibility vs logs/correlation IDs).

Final Note

This assessment identified 7 issues across 3 categories (coverage, alignment, and epic/story quality). Address the critical cadence inconsistency before implementation; the remaining items can be resolved iteratively but will reduce rework and ambiguity if handled upfront.

Assessor: DA9 (facilitated)

Assessment Date: 2026-01-14

Post-assessment Updates (Implemented)

Update Date: 2026-01-14

These changes were applied after the assessment to address the identified blockers.

- **Cadence resolved:** MVP cadence is an ops setting (weekly or monthly; **default monthly**); no Programme Owner UI for cadence in MVP. Updated in [prd.md](#), [epics.md](#), and cadence wording in [ux-design-specification.md](#).
- **Deferred traceability fixed:** FR19 and FR20 are explicitly listed under a **Deferred / Post-MVP** section in [epics.md](#).
- **Acceptance criteria tightened (single source):** Added a **Trust Copy Checklist** section in [epics.md](#) and referenced it from key participant-facing stories.

Revised Readiness Status: READY (with minor concerns remaining around subjective AC wording in some stories and story numbering conventions such as [1.0a](#)).